

## AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

<b>HUMAN RESOURCES OFFICE</b> <b>KANSAS NATIONAL GUARD</b> 5920 SE COYOTE DR TOPEKA, KS 66619	<b>DATE</b> 08 JUL 2021	<b>ANNOUNCEMENT NO.</b> 76-2021
<b>OPEN TO CURRENT MEMBERS OF THE KSANG OR THOSE ELIGIBLE TO BECOME</b>	<b>APPLICATIONS WILL BE ACCEPTED UNTIL OPEN UNTIL FILLED</b>	
<b>MILITARY POSITION TITLE &amp; NUMBER</b> PRODUCTION RECRUITER PSN#1072758 SEQ#706899	<b>MIL AFSC &amp; GRADE</b> 8R000/TSGT	<b>APPOINTMENT FACTORS</b> See Below
<b>LOCATION OF POSITION</b> 184 <sup>TH</sup> WING GREATER KANSAS CITY METRO OR MCCONNELL AFB	<b>MINIMUM RANK</b> SRA	<b>MAXIMUM RANK</b> TSGT
<b>SELECTING SUPERVISOR</b> SMSgt Pamela Lewis, State Production Superintendent, 785-409-4489, pamelalewis.6@us.af.mil		

### SPECIAL DUTY SUMMARY PER AFEC D

Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

### DUTIES AND RESPONSIBILITIES PER AFEC D

Conducts recruiting program. Responsible for interviewing, screening, testing and evaluating applicants from various sources to achieve recruiting goals. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for enlistment, commissioning and the Air Force Reserve Officer Training Corps. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the United States Air Force. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements.

Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio and television presentations. Presents Air Force orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Force.

Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, college, business and industry officials to enhance the prestige of the Air Force in the community.

Plans and performs recruiting activities. Maintains market data. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Retrieves and maintains date of enlistment reports and provides analysis to flight chief. Assists in policy development and ensures timely implementation.

### AFSC SPECIALTY QUALIFICATIONS PER AFEC D

1. E-4 with Airman Leadership School completed (AFR and ANG only) or E-5 through E-7.
2. Skill level commensurate with grade.
3. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
4. Nominative CC/CCMs must ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision.

5. Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations".
6. Score 80 or above of the last two fitness test and have no current fitness exemptions.
7. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years.
8. No history of emotional instability, personality disorder, or other unresolved mental health problems.
9. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
10. No record of conviction by summary, special, or general courts-martial.
11. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.
12. Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Ground Transportation*.
13. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.
14. For retention, must attain/maintain training standards and task certifications according to specific duty position JQS and in accordance with AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*.
15. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECD.
  - a. Must be able to lift more than 40 LBS
  - b. ASVAB requirements: N/A
  - c. PULHES: 111321

## AGR QUALIFICATIONS

1. The duty location will be dependent on Agency need.
2. Members who are not suitable for Career AGR may be considered for an Occasional Tour
3. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
4. Non AGR Person receiving a Federal military retirement or retainer pay are not eligible.
5. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
6. Military grade will not exceed the maximum authorized grade on the unit manning document.
7. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by emailing the following documents to [theresa.spears@us.af.mil](mailto:theresa.spears@us.af.mil)

### APPLICATIONS WILL INCLUDE:

1. **Signed NGB Form 34-1 dated 20131111, Application for Active Guard Reserve (AGR) Position**
2. **Current Fitness Report from Air Force Fitness Management System (AFFMS II) – 2pf PDF**
3. **Record Review RIP (from vMPF) – within 30 days**

**Please upload all required documents, as one (1) pdf. Portfolio formats are accepted.**

**The file and email subject line should read as: LastName, FirstName\_#\_JobTitle (i.e. Doe, John\_01-2021\_Personnel)**

How to combine/merge a PDF:

1. Click Tools
2. Click Combine Files
3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
5. Add more files, rotate or delete files, if needed.
6. Click 'Merge PDF!' to combine and download your PDF

How create a portfolio:

1. Click Tools
2. Click Create PDF
3. Click Multiple Files
4. Click Create PDF Portfolio and Next
3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
6. Click 'Create!' to combine and download your PDF

**NOTE:**

1. Failure to provide all the required documents will result in application being returned without further action.
2. Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.
3. If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.

**NOTE:**

1. Failure to provide all the required documents will result in application being returned without further action.
2. Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.
3. If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.

**FOR FURTHER INFORMATION:**

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact SMSgt Jason McAndrews, 184 FSS/FTM, DSN: 743-7422, COMM: 316-759-7422.

**EQUAL EMPLOYMENT OPPORTUNITY:**

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.